



# CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING  
AT CLINTONVILLE PUBLIC LIBRARY  
75 Hemlock St., Clintonville, WI 54929  
4:00 PM  
THURSDAY JULY 20, 2023

July 14, 2023

Brandon Braden  
Jeanne Witt  
Mari Hintz  
Donna Lederer

Troy Kuhn  
Jeanine Supanich  
Polly Goodell

## Agenda

1. Call to Order; Roll Call
2. Approval of Agenda
3. Citizens Forum
4. Friends of the Library Report
5. Introduction of New Youth Services Librarian-Hannah Dahlman
6. Approval of Minutes from June 8, 2023
7. Approval of June Financial and Special Accounts Reports
8. Approval of July 2023 bills
9. Discussion of Librarian's Report
10. Intellectual Freedom Presentation-Kristin Laufenberg from OWLS
11. Info-Trustee Training Webinars
12. Info-New Library Logo
13. Set Next Meeting Day and Time
14. Adjourn

JS/jh

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Posted: Clintonville City Hall, Clintonville Public Library, Community Center

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[www.clintonvillelibrary.org](http://www.clintonvillelibrary.org)  
e-mail: [cpl@clintonvillelibrary.org](mailto:cpl@clintonvillelibrary.org)

## **CLINTONVILLE PUBLIC LIBRARY**

### **AGENDA INFORMATION**

July 14

#### **Intellectual Freedom Presentation (Pages 16-18)**

Kristin Laufenberg, Consulting & Outreach Librarian for OWLS, will attend our meeting to talk about Intellectual Freedom and attempts at book banning. In your packet, I've included the Library's Collection Development/Materials Challenge policy that we reviewed in January 2022.

#### **Info-Trustee Training Webinars (Pages 19-20)**

In your packet is a list of webinars from August 21-25 on different topics of interest for Library Trustees. The webinars are at Noon on each day. I will send out a separate email after the meeting with the links to register for each of the sessions.

#### **Info-New Library Logo (Page 21)**

Last Fall, Ashley and I started working on a new logo for the Library with Chad Glamann, Web & Marketing Coordinator at OWLS. Over the past several months, the three of us have gone back and forth on designs, colors, and fonts to come up with what is in your packet. A big thank you to Chad who listened to every bit of feedback from Ashley and me and kept coming back with more designs that impressed us. Another big thank you goes to Ashley for all her work on this and the rest of the Library Staff who also chimed in on a couple of designs to help narrow down to our logo choice. The next step is to work with Chad on updating all documents that carry our old logo and updating them including the Library's website.

## **Clintonville Public Library**

### **Board Meeting**

**June 8, 2023**

1. Meeting was called to order by Jeanine. Roll call was taken. Present were Jeanne Writt, Mari Hintz, Troy Kuhn, Branden Braden, Jeanine Supanich and Polly Goodell. Donna Lederer was absent.
2. Motion to approve agenda made by Jeanne, seconded by Branden.
3. No citizens present.
4. Friends of the Library is having a book sale June 8/9th. Troy will send out an email promoting this.
5. Branden motioned to approve the May minutes, seconded by Mari Hintz.
6. Mari Hintz motioned to approve May Financial and Special Accounts Reports, Branden seconded. Roll call vote with all in favor.
7. Jeanne motioned to approve June 2023 bills, seconded by Troy. Roll call vote with all in favor.
8. Discussion of Librarians report. The Youth Services position has not been filled yet, but Jamie has good candidates and will make the decision soon. Adding Spanish signage was suggested. Next month Kristen and Mike from OWLS will attend to discuss Intellectual Freedom.
9. Capital Improvement Plans were discussed. Troy Kuhn motioned to approve the plan, seconded by Mari. Roll call vote showed all in favor. Troy offered to be of any help.
10. Next meeting will be July 20th, as many would be absent on the usual second Thursday of the month.
11. Troy Kuhn motioned to adjourn, seconded by Jeanne.

**CLINTONVILLE PUBLIC LIBRARY**  
**FINANCIAL STATEMENT**  
**JUNE 2023**

<b>EXPENDITURES</b>							to date 2023	June 2022
ACCOUNT	ACCT	DESCRIPTION	JUNE	YTD	BUDGET	BALANCE	% SPENT	% SPENT
204-55110-41- 1100		SALARIES - STAFF	13,287.66	99,259.19	215,289.83	116,030.64	<b>46%</b>	47%
204-55110-41- 1110		JANITOR SALARIES	1,299.28	8,320.42	19,233.47	10,913.05	<b>43%</b>	45%
204-55110-41- 1500		EMPLOYEE BENEFITS	4,643.88	38,299.64	78,503.64	40,204.00	<b>49%</b>	56%
<b>TOTAL SALARIES</b>			<b>19,230.82</b>	<b>145,879.25</b>	<b>313,026.94</b>	<b>167,147.69</b>	<b>47%</b>	49%
204-55110-41- 2100		INFORMATION TECHNOLOGY	32.97	16,538.21	16,500.00	(38.21)	<b>100%</b>	81%
204-55110-41- 2250		TELEPHONE SERVICE	232.36	1,195.59	2,600.00	1,404.41	<b>46%</b>	41%
204-55110-41- 2260		GAS	155.43	4,309.83	4,200.00	(109.83)	<b>103%</b>	109%
204-55110-41- 2270		WATER AND ELECTRICITY	745.27	5,271.01	9,300.00	4,028.99	<b>57%</b>	54%
204-55110-41- 3110		POSTAGE	84.34	612.82	700.00	87.18	<b>88%</b>	40%
204-55110-41- 3112		COPIES	323.79	1,616.60	1,700.00	83.40	<b>95%</b>	65%
204-55110-41- 3122		STAFF DEVELOPMENT	0.00	594.00	1,500.00	906.00	<b>40%</b>	40%
204-55110-41- 3123		MAINTENANCE SUPPLIES	0.00	571.48	1,600.00	1,028.52	<b>36%</b>	18%
204-55110-41- 3150		OFFICE SUPPLIES	257.53	1,524.22	3,000.00	1,475.78	<b>51%</b>	56%
204-55110-41- 3260		SUBSCRIPTIONS & PERIODICAL	402.00	446.97	150.00	(296.97)	<b>298%</b>	57%
204-55110-41- 3261		MARKETING	0.00	0.00	0.00	0.00	<b>0%</b>	0%
204-55110-41- 3269		BOOKS - ADULT	783.10	9,113.28	12,500.00	3,386.72	<b>73%</b>	71%
204-55110-41- 3270		BOOKS - JUVENILE	489.11	10,993.03	12,500.00	1,506.97	<b>88%</b>	66%
204-55110-41- 3272		eCONTENT	407.32	3,648.47	5,000.00	1,351.53	<b>73%</b>	60%
204-55110-41- 3280		PROGRAMS	49.06	2,770.83	3,000.00	229.17	<b>92%</b>	24%
204-55110-41- 3285		FINE ARTS & AV - ADULT	238.29	1,328.05	3,500.00	2,171.95	<b>38%</b>	59%
204-55110-41- 3286		FINE ARTS & AV - JUVENILE	106.01	858.97	3,000.00	2,141.03	<b>29%</b>	75%
204-55110-41- 3310		TRAVEL & TRAINING EXPENSES	0.00	627.08	1,000.00	372.92	<b>63%</b>	93%
204-55110-41- 3490		OTHER OPERATING EXPENSES	397.77	1,043.29	1,500.00	456.71	<b>70%</b>	44%
204-55110-41- 3560		BUILDING REPAIR/MAINTENANC	2,159.24	8,812.50	4,000.00	(4,812.50)	<b>220%</b>	2%
204-55110-41- 5110		INSURANCE ON BUILDINGS	0.00	3,966.89	3,845.00	(121.89)	<b>103%</b>	103%
<b>SUBTOTAL</b>			<b>6,863.59</b>	<b>75,843.12</b>	<b>91,095.00</b>	<b>15,251.88</b>	<b>83%</b>	42%
<b>TOTAL OPERATING EXPENSES</b>			<b>26,094.41</b>	<b>221,722.37</b>	<b>404,121.94</b>	<b>182,399.57</b>	<b>55%</b>	46%
CAPITAL FUND								
401-57610-41- 8102		COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	<b>0%</b>	0%
401-57610-41- 8103		OFFICE FURNITURE & EQUIPME	0.00	0.00	0.00	0.00	<b>0%</b>	0%
401-57610-41- 8200		CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	<b>0%</b>	0%
<b>SUBTOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	0%
<b>TOTAL EXPENDITURES</b>			<b>26,094.41</b>	<b>221,722.37</b>	<b>404,121.94</b>	<b>182,399.57</b>	<b>55%</b>	44%
<b>REVENUE</b>							to date 2023	to date 2022
ACCOUNT	ACCT	DESCRIPTION	JUNE	YTD	BUDGET	BALANCE	% REC'D	% REC'D
204-41104-41		SURPLUS APPLIED	0.00	0.00	14,513.94	(14,513.94)	<b>0%</b>	0%
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	225,500.00	(225,500.00)	<b>0%</b>	0%
204-43790-41		OWLS SUPPORT	0.00	87,829.50	156,358.00	(68,528.50)	<b>56%</b>	57%
204-46710-41		LIBRARY FEES	279.57	855.98	750.00	105.98	<b>114%</b>	295%
204-46711-41		COPY MACHINE REVENUE	378.81	2,401.31	3,000.00	(598.69)	<b>80%</b>	48%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	<b>0%</b>	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	2,797.36	4,000.00	(1,202.64)	<b>70%</b>	0%
<b>SUBTOTAL</b>			<b>658.38</b>	<b>93,884.15</b>	<b>404,121.94</b>	<b>(310,237.79)</b>	<b>23%</b>	21%
<b>TOTAL REVENUE</b>			<b>658.38</b>	<b>93,884.15</b>	<b>404,121.94</b>	<b>(310,237.79)</b>	<b>23%</b>	21%

**CLINTONVILLE PUBLIC LIBRARY  
SPECIAL ACCOUNTS REPORT  
AS OF JUNE 30, 2023**

204-41-ACCOUNT DESCRIPTION	JUNE	CURRENT BALANCE	INTEREST YTD	12/31/2022 BALANCE
<b>204 FUND CARRYOVER FROM PREVIOUS YEAR</b>		211,360.00		211,360.00
<b>EXCESS BUDGET REVENUE</b>		-91,634.93		0.00
<b>TOTAL 204 FUND BALANCE</b>		<b>119,725.07</b>		<b>211,360.00</b>

805-41-ACCOUNT DESCRIPTION	JUNE	CURRENT BALANCE	INTEREST YTD	12/31/2022 BALANCE
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**CDS**

6501036060 Gift & Memorial CD due 5/24/2024 Bank First 2.00%				
Miller	0.00	1,413.65	0.00	1,413.65
Gift & Memorial	0.00	13,303.96	0.00	13,303.96
<b>Gift &amp; Memorial CD Balance</b>	<b>0.00</b>	<b>14,717.61</b>		<b>14,717.61</b>
6501036066 Mantin Savings CD due 5/24/2024 Bank First 2.00%	0.00	12,156.72	0.00	12,156.72
6501036057 Combined CD due 5/24/2024 at Bank First 2.00%				
Thompson	0.00	12,435.66	0.00	12,435.66
Schultz	0.00	32,679.62	0.00	32,679.62
Mantin	0.00	12,718.25	0.00	12,718.25
OES	0.00	12,610.18	0.00	12,610.18
<b>Combined CD Balance</b>	<b>0.00</b>	<b>70,443.71</b>		<b>70,443.71</b>

**BILLINGS ESTATE DONATION**

6501036072 CD due 5/24/2024 Bank First 2.00%	0.00	217,459.46	0.00	217,459.46
6501036069 Billings CD due 5/24/2024 Bank First 2.00%	0.00	200,820.28	0.00	200,820.28
<b>Total Billings Estate Donation</b>	<b>0.00</b>	<b>418,279.74</b>		<b>418,279.74</b>

**SAVINGS ACCOUNT (Mantin Funds) at Fox Communities**

120574 BALANCE - JANUARY 1		2,256.31		2,256.31
INTEREST RECEIVED	0.00	0.00	0.00	0.00
OTHER REVENUE	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	2,256.31	0.00	0.00
EXPENDITURES	0.00	0.00	0.00	0.00
<b>SAVINGS ACCOUNT BALANCE</b>		<b>2,256.31</b>		<b>2,256.31</b>

**BANK BALANCE SUBTOTAL 517,854.09 517,854.09**

**GIFT & MEMORIAL ACCOUNT**

BALANCE - JANUARY 1		28,660.69		29,031.94
805-48500-41 DONATIONS/CONTRIBUTIONS*	1,000.00	1,300.00		0.00
805- SUBTOTAL		29,960.69		29,031.94
55110-41-3492 EXPENDITURES**	394.64	2,080.64		0.00
<b>SUBTOTAL</b>		<b>27,880.05</b>		<b>29,031.94</b>

**TOTAL 805 FUND BALANCE 545,734.14 546,886.03**

**GIFT & MEMORIAL ACCOUNT DETAIL**

805-48500-41 *DONATIONS/CONTRIBUTIONS	JUNE	
Township of Matteson	1,000.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
<b>TOTAL DONATIONS</b>	<b>1,000.00</b>	

**805-**

55110-41-3492 **EXPENDITURES		
Baker & Taylor	252.94	
Gale Cengage	141.70	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
<b>TOTAL EXPENDITURES</b>	<b>394.64</b>	

**TOTAL 204 & 805 LIBRARY FUND BALANCE 665,459.21 758,246.03**

CLINTONVILLE PUBLIC LIBRARY  
MONTHLY TRANSACTIONS  
JULY 2023

This is to certify that the expenditures listed in this document are duly authorized for payment at a regular meeting of the Board of Trustees held on July 20, 2023

**RECEIPTS**

204-41110-41	GENERAL PROPERTY TAXES	0.00
204-43790-41	OWLS SUPPORT	0.00
204-46710-42	LIBRARY FEES - June	269.07
204-46710-42	LIBRARY FEES - July to date	34.95
204-46711-42	COPY MACHINE REVENUE - June	251.89
204-46711-42	COPY MACHINE REVENUE - July to date	141.19
204-48900-41	MISCELLANEOUS REVENUE	
204-48900-41	TOTAL MISCELLANEOUS REVENUE	0.00
	<b>204 ACCOUNTS SUBTOTAL</b>	<b>697.10</b>
401-57610-41-	CAPITAL FUND	0.00
	<b>TOTAL REVENUE</b>	<b>697.10</b>

**EXPENDITURES**

204-55110-41-		
<b>1100 SALARIES-STAFF</b>		
Staff	June salaries	13,287.66 *
1100 SALARIES-STAFF	TOTAL	13,287.66
<b>1110 SALARIES-MAINTENANCE</b>		
Maintenance staff	June salaries	1,299.28 *
1110 SALARIES-MAINTENANCE	TOTAL	1,299.28
<b>1500 EMPLOYEE BENEFITS</b>		
Total staff	June benefits	4,643.88 *
1500 EMPLOYEE BENEFITS	TOTAL	4,643.88
<b>2100 COMPUTER EXPENSES</b>		
Best Buy	Computer Monitor	79.99
Integrated Solutions	Content on City website	32.64
Outagamie Waupaca Library System	Laptop Software License	12.00
2100 COMPUTER EXPENSES	TOTAL	124.63
<b>2250 TELEPHONE</b>		
Frontier	June bill	229.13 *
2250 TELEPHONE	TOTAL	229.13
<b>2260 GAS</b>		
We Energies	June bill	155.43 *
We Energies	July bill	25.80 *
2260 GAS	TOTAL	181.23
<b>2270 WATER &amp; ELECTRICITY</b>		
Clintonville Utilities	June bill	978.68 *
2270 WATER & ELECTRICITY	TOTAL	978.68
<b>3110 POSTAGE</b>		
Baker & Taylor	Shipping	0.34
Baker & Taylor	shipping	4.55
Baker & Taylor	shipping	7.38
Baker & Taylor	shipping	1.19
Baker & Taylor	shipping	0.25
Baker & Taylor	shipping	4.06
3110 POSTAGE	TOTAL	17.77

**3112 COPIES**

US Bank	Copier Lease	80.00
Wisconsin Document Imaging	Copier Use	243.79
Wisconsin Document Imaging	Copier Use	227.18
3112 COPIES	TOTAL	550.97

**3122 STAFF DEVELOPMENT**

3122 STAFF DEVELOPMENT	TOTAL	0.00
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**3123 MAINTENANCE SUPPLIES**

3123 MAINTENANCE SUPPLIES	TOTAL	0.00
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**3150 OFFICE SUPPLIES**

Amazon	Tape	18.50
ELM USA Inc.	Disc Cleaner machine usage	25.00
3150 OFFICE SUPPLIES	TOTAL	43.50

**3260 SUBSCRIPTIONS & PERIODICALS**

3260 SUBSCRIPTIONS & PERIODICALS	TOTAL	0.00
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**3261 MARKETING**

3261 MARKETING	TOTAL	0.00
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**3269 BOOKS-ADULT**

Amazon	adult books	31.90
Baker & Taylor	adult books	17.92
Baker & Taylor	adult books	31.88
Baker & Taylor	adult books	542.31
Baker & Taylor	adult books	68.50
Baker & Taylor	adult books	16.23
3269 BOOKS-ADULT	TOTAL	708.74

**3270 BOOKS-JUVENILE**

Baker & Taylor	children's books	15.99
Baker & Taylor	children's books	379.78
Baker & Taylor	children's books	34.69
Baker & Taylor	children's books	31.06
Baker & Taylor	children's books	86.19
Baker & Taylor	children's books	8.39
Baker & Taylor	children's books	384.42
3270 BOOKS-JUVENILE	TOTAL	940.52

**3272 eCONTENT**

Midwest Tape	Hoopla	394.61
3272 eCONTENT	TOTAL	394.61

**3280 PROGRAMS**

Amazon	Program Supplies	13.74
Amazon	Program Supplies	8.42
Tadych's Marketplace Foods	Program Supplies	37.13
Tadych's Marketplace Foods	Tortoise Food	4.63
Tadych's Marketplace Foods	Tortoise Food	0.64
Tadych's Marketplace Foods	Tortoise Food	1.87
3280 CHILDREN'S PROGRAMS	TOTAL	66.43

**3285 A/V MATERIALS-ADULT**

Amazon	movies	46.98
Amazon	movies	19.96
Amazon	movies	13.85
Amazon	movies	67.91
Amazon	movies	23.96
Amazon	movies	65.22
Amazon	movie	17.95
Amazon	games	150.59
Cardmember Service	Best Buy/games	99.98
3285 A/V MATERIALS-ADULT	TOTAL	506.40

**3286 A/V MATERIALS-JUVENILE**

Amazon	movies	26.24
Amazon	movies	74.88
Amazon	movie	9.99
Amazon	movie	4.89
Amazon	movies	39.15
3286 A/V MATERIALS-JUVENILE	TOTAL	155.15

**3310 TRAVEL & TRAINING EXPENSES**

3310 TRAVEL & TRAINING EXPENSES	TOTAL	0.00
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**3490 OTHER EXPENSES**

Harter's	Garbage Service	7.96
Unique Management Services, Inc.	Accounts sent to collections	59.10



Unique Management Services, Inc.	Accounts sent to collections		39.40
3490 OTHER EXPENSES		TOTAL	106.46
<b>3560 BUILDING REPAIR/MAINTENANCE</b>			
A-1 Elevator Sales & Service	Semi-Annual Service		198.00
Automated Comfort Controls	Preventative Maintenance Materials		262.99
Federal Security	Security Camera Recorder Installation		1,896.25
Van De Hey Refined Roofing, LLC	Roof Maintenance		470.00
3560 BUILDING REPAIR/MAINTENANCE		TOTAL	2,827.24
<b>5110 INSURANCE ON BUILDINGS</b>			
5110 INSURANCE ON BUILDINGS		TOTAL	0.00
<b>204-55110-41 ACCOUNTS TOTAL</b>			<b>27,062.28</b>
<b>GIFT &amp; MEMORIAL ACCOUNT (805-55110-41-3492)</b>			
Baker & Taylor	Children's Books		21.13
Baker & Taylor	Books		17.67
Baker & Taylor	Books		161.11
Baker & Taylor	Books		11.19
Baker & Taylor	Children's Books		43.37
Baker & Taylor	Children's Books		19.60
Gale Cengage	Large Print books		89.22
Gale Cengage	Large Print books		52.48
Gale Cengage	Large Print books		62.99
GIFT & MEMORIAL ACCOUNT		TOTAL	478.76
<b>COMPUTERS &amp; EQUIPMENT (401-57610-41-8102)</b>			
COMPUTERS & EQUIPMENT		TOTAL	0.00
<b>OFFICE FURNITURE &amp; EQUIPMENT (401-57610-41-8103)</b>			
OFFICE FURNITURE & EQUIPMENT		TOTAL	0.00
<b>CAPITAL IMPROVEMENTS (401-57610-41-8200)</b>			
CAPITAL IMPROVEMENTS		TOTAL	0.00

\*prepaid

\*\*additional bill

\*\*\*adjusted amount

MR=Miscellaneous Revenue

**GRAND TOTAL 27,541.04**

CLINTONVILLE PUBLIC LIBRARY  
MONTHLY REPORTS  
JULY 2023

**JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:**

OWLS Directors Meeting

I attended the OWLS Directors Meeting on June 6. In the meeting, we discussed county funding, reference question statistics, and shared our Pride Month displays. Our next meeting will be in-person at Marion on August 31.

Summer Reading Program

The Summer Reading Program kicked off on June 12 and it is going great. After four weeks, there have been 414 reading tickets turned in for kids, 295 guesses for the jar guess, and 152 kids completed the word finds. The tickets counted don't have the number of tickets turned in for teens or adults. Those will be counted at the end of the program.

Emily Galica, one of our Library Technicians, has a crafting program for kids (called Crafternoons with Emily) that she organizes weekly and a monthly crafting program for tweens and teens. For Crafternoons, there have been 66 kids attending over three programs and 11 tweens/teens over two programs.

Last month, we showed the movie "Encanto" to 5 adults and 14 kids. This month, we will be showing "The Super Mario Bros. Movie" on July 18 at 1:00 pm. We will also be showing the movie "Dungeons & Dragons: Honor Among Thieves" on July 27 at 1:00 pm.

Police K9 Thor and Officer Rollin gave a presentation outside of the library on Monday, July 10. Officer Rollin talked about how Thor helps him and the Police department and showed off Thor's skills in sniffing out illegal substances and how he takes down criminals. There were 24 adults and 16 children in attendance.

Next month, we will be closing out the Summer Reading Program with a visit from the NEW Zoo's Zoomobile on Wednesday, August 16 at 2:30 pm.

Youth Services position

As I mentioned in an email last month, Hannah Dahlman has accepted the Youth Services Librarian position. Hannah has been with the Library since May of 2022 as a part-time Library Technician and most recently has been running the weekly storytime program. Ashley and I have been working with her to get her trained and we are looking forward to what she has planned.

Library Animals Podcast

Ashley and I were interviewed by Tanya Boudreau, Assistant Director of the Cold Lake Public Library in Alberta, Canada, and host of the Library Animals Podcast. We talked about Squirtle, our Russian Tortoise, and the Library in general. There is a link to the podcast on the Library's Facebook page if you would like to listen or it is on Spotify under Library Animals.

**HANNAH DAHLMAN, YOUTH SERVICES LIBRARIAN'S REPORT:**

This month I have started to transition from the Library Technician position to the Youth Services Librarian position! I'm very excited to get into this role and dive into everything it entails. I'm currently in the position part-time until someone is hired to fill my technician position, but it's been a nice way to acclimate myself to the job. I have been spending my time going over items in my new office, learning about the job expectations, receiving training from Jamie and Ashley, acclimating myself with the book and media collections, helping with the summer reading program, and planning and facilitating storytime (which I have been doing since April).

I have been running storytime every week this month on Tuesday mornings, and it continues to be well attended and an absolute joy for me to do! I love getting to know the children and families in this community and having some fun together through reading, singing, dancing, and doing crafts. It's the highlight of my week.

We hosted Bubble Wonders on Tuesday, June 27th and it had a fantastic turnout! A total of 64 kids and 38 adults attended and it seemed like everyone enjoyed the show.

### **Programming Stats**

#### **Storytime**

Date	Theme	Kids	Adults
6/6/2023	Silly Animals	14	9
6/13/2023	Father's Day	15	10
6/20/2023	Pajama Day	18	12
6/27/2023	Summertime Fun	20	14

#### **LEGO Nights**

*\*I will be revamping LEGO night in the near future to hopefully increase attendance*

Date	Theme	Kids
6/5/2023	Free Build	5

6/12/2023	Free Build	0
6/19/2023	Free Build	2
6/26/2023	Free Build	5

### **Game Night**

*\*due to poor attendance, I have decided to take a break from game nights and revisit the idea at a later date*

Date	Participants
6/1/2023	9
6/8/2023	0
6/15/2023	0
6/22/2023	0
6/29/2023	0

### **ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:**

The Summer Reading Program has been going well. I started the month doing most of the “sign-ups” and prize handouts, as well as showing the front desk staff what to do. Now that the rest of the staff is mostly comfortable with it, we have all been sharing the responsibility when Hannah or the pages aren’t here to do it.

I have jumped in where needed to help with other programs. Bubble Wonders was a fun event. We had just over 100 people. It was so good to see a fun program being enjoyed by so many. I took pictures and Hannah posted some to our Facebook page later that week.

I have been teaching Hannah how to do book ordering and run reports in the system.

The Toy Drive that Compassionate Connections held here was a great success for them. It also helped bring kids in to sign up for the Summer Reading Program and grab some reading tickets.

I have continued to provide reference services through e-mail and in person for patrons who need assistance finding things in the Wisconsin room.

Adult crafting this month was candle making. We had 4 people in attendance. The July craft will be DIY Soap.

As always, I continue to catalog and process materials.

**UPCOMING WORKSHOPS, MEETINGS, & CLASSES:**

- None to report.

**GIFTS AND MEMORIALS:**

The following individuals and organizations donated funds to the Library:

- The township of Matteson donated \$1,000.

CLINTONVILLE PUBLIC LIBRARY 2023 MONTHLY ACTIVITIES REPORT														month 2022	to date <u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<b>14</b>
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		2022 Jun										
Days open	25	23	27	25	25	26	0	0	0	0	0	0	0	26	151	149	250	63	301	302	303	304	302	
<b>DOOR COUNT</b>																								
Door count	4,439	4,057	4,613	4,064	4,390	4,839	0	0	0	0	0	0	0	3,983	26,402	21,016	17,094	18,082	80,656	78,764	79,106	84,369	84,469	
Avg per day open	178	176	171	163	176	186								153	175	141	68	287	268	261	261	278	280	
<b>CIRCULATION</b>																								
Circs	3,578	3,539	4,280	3,117	2,718	4,096	0	0	0	0	0	0	0	4,200	21,328	20,420	26,127	22,410	61,388	68,751	73,866	79,700	78,394	
Renewals	601	553	672	774	666	525	0	0	0	0	0	0	0	646	3,791	4,420	6,623	7,526	19,020	20,472	20,325	20,331	19,543	
Subtotal Circulation	4,179	4,092	4,952	3,891	3,384	4,621	0	0	0	0	0	0	0	4,846	25,119	24,840	32,750	29,936	80,408	89,223	94,191	100,031	97,937	
Avg circ per day open	167	178	183	156	135	178								186	166	167	131	475	267	295	313	329	324	
Overdrive-Audiobook Uses	453	372	407	375	393	393	0	0	0	0	0	0	0	390	2,393	2,534	4,002	3,555	3,171	2,361	1,914	1,641	1,439	
Overdrive-Ebook Uses	373	366	350	349	331	334	0	0	0	0	0	0	0	312	2,103	2,168	3,742	4,355	3,124	2,861	3,136	3,100	2,893	
Overdrive-Magazine Uses	57	47	78	87	66	66	0	0	0	0	0	0	0	41	401	222	166	339	378	n/a	n/a	n/a	n/a	
Hoopla	156	213	175	155	173	158	0	0	0	0	0	0	0	131	1,030	791	1,313	1,660	1,432	1,124	697	n/a	n/a	
Total Circulation	5,218	5,090	5,962	4,857	4,347	5,572	0	0	0	0	0	0	0	5,720	31,046	30,555	41,973	40,244	88,513	95,569	99,938	104,864	102,269	
<b>INTERLIBRARY LOAN</b>																								
Total loaned	2,371	2,447	2,901	2,410	2,403	2,427	0	0	0	0	0	0	0	2,436	14,959	15,415	24,414	14,565	32,480	33,304	35,627	34,944	29,908	
Total borrowed	1,032	861	1,170	986	852	827	0	0	0	0	0	0	0	809	5,728	5,781	9,911	8,494	17,913	19,708	21,559	22,876	22,268	
Net	1,339	1,586	1,731	1,424	1,551	1,600								1,627	9,231	9,634	14,503	6,071	14,567	13,596	14,068	12,068	7,640	
<b>REGISTERED BORROWERS</b>		1st Q	%		2nd Q	%		3rd Q	%		4th Q	%												
Adult		2,964	68%		2,821	68%								2,852	2,821	2,852	2,988	2,941	3,577	3,807		3,973	4,326	
Juvenile		1,334	32%		1,309	32%								1,261	1,309	1,261	1,358	1,349	1,743	1,873		1,961	2,032	
Total borrowers		4,337			4,167									4,160	4,167	4,160	4,397	4,342	5,370	5,710		5,963	6,390	
Resident		2,400	55%		2,235	54%								2,336	2,235	2,336	2,441	2,395	2,851	2,968		3,080	3,218	
Nonresident		1,937	45%		1,932	46%								1,824	1,932	1,824	1,956	1,947	2,519	2,742		2,883	3,172	
<b>PROGRAMMING</b>																								
Adult programs in library	3	1	2	3	2	2	0	0	0	0	0	0	0	4	13	25	55	27	37	25	37	56	30	
Attendance	78	8	15	20	15	13	0	0	0	0	0	0	0	350	149	1,888	8,820	1,989	196	129	255	279	181	
Adult outreach programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	16	5	0	0	0	0	
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46	218	166	0	0	0	0	
Teen programs in library	1	1	1	1	1	2	0	0	0	0	0	0	0	0	7	0	0	30	89	38	12	19	14	
Attendance	23	31	40	23	34	15	0	0	0	0	0	0	0	0	166	0	0	1,303	529	282	61	107	86	
Juvenile programs in library	2	4	3	3	2	5	0	0	0	0	0	0	0	2	19	10	27	146	383	308	245	248	265	
Attendance	94	109	110	115	122	321	0	0	0	0	0	0	0	84	871	346	1,028	10,528	6,803	5,914	5,378	5,742	5,594	
Juvenile outreach programs	1	2	2	1	1	1	0	0	0	0	0	0	0	0	8	30	2	22	121	70	65	86	84	
Attendance	175	432	524	121	334	268	0	0	0	0	0	0	0	0	1,854	1,546	303	324	1,988	1,393	985	1,290	1,187	
Total programs	7	8	8	8	6	10	0	0	0	0	0	0	0	6	47	65	85	241	635	441	359	409	393	
Total attendance	370	580	689	279	505	617	0	0	0	0	0	0	0	434	3,040	3,780	10,197	14,362	9,682	7,718	6,679	7,418	7,048	
Meeting Rm (not lib pgrms)	14	11	20	12	11	16	0	0	0	0	0	0	0	15	84	94	0	85	277	175	154	154	76	
<b>VOLUNTEERS</b>																								
Number	2	2	3	3	2	2	0	0	0	0	0	0	0	3	14	12	16	15	45	55	25	1	15	
Hours worked	5.75	7.75	9.25	16.50	3.00	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	46	44	54	26	125	233.00	162.00	8.00	43.00	
<b>COMPUTER STATS</b>																								
Public Computer sessions	173	155	225	191	157	149	0	0	0	0	0	0	0	202	1,050	1,011	1,043	1,177	5,141	6,273	7,458	7,395	8,541	
Laptop Checkouts	0	1	0	0	3	1	0	0	0	0	0	0	0	2	5	3	0	2	29	98	87	114	117	
Wireless sessions	503	480	595	595	672	679	0	0	0	0	0	0	0	435	3,524	2,614	4,072	2,492	6,353	6,630	7,711	7,807	7,147	
Total website page views	1,544	1,720	1,498	1,887	1,695	1,446	0	0	0	0	0	0	0	1,685	9,790	9,991	22,123	9,931	30,272	35,689	38,599	37,431	30,904	
Facebook likes	1,228	1,230	1,244	1,252	1,258	1,267	0	0	0	0	0	0	0	1,146	1,267	1,146	1,067	1,020	959	833	736	650	578	

[illegible]

### **A. Objectives**

The purpose of the Clintonville Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Clintonville Public Library Board of Trustees and are integral parts of the policy. Access to all content legally obtainable is assured to our users. This includes content that reflects a diversity of issues, whether they be political, economic, religious, social, ethnic, or sexual. Our collection reflects a diversity of content, not an equality of numbers.

The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed and intelligent decisions.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Clintonville Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### **C. Criteria for Selection**

1. The main points considered in the selection of materials are:

- a) individual merit of each item
- b) popular appeal/demand
- c) suitability of material for the clientele
- d) existing library holdings
- e) budget

2. Reviews are a major source of information about new materials but the lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is



in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### **D. Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Clintonville Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to try to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

#### **E. Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

#### **F. Potential Problems or Challenges**

The Clintonville Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

#### **G. Challenged Materials**

Although materials are carefully selected, differences of opinion regarding the suitability of materials can arise. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library. The questioned material will be reviewed by Library staff, in its entirety, and once a decision has been made regarding the retention or removal of the material the Library Director will issue a response to the person, explaining the decision.

If the person is dissatisfied with the decision, he/she may appeal to the Clintonville Public Library Board of Trustees (“Library Board”) within fourteen (14) regular business days after the send date of the decision. The Library Board will reconsider the decision based at its next regularly scheduled meeting, allowing for fourteen (14) calendar days review time by the Library Board. The person appealing the decision shall be notified of the date, time and the location the Library Board will hear the matter and may appear at the meeting to be heard. Should the person requesting the appeal be unable to appear in person, he/she may ask the Library Board to consider the merits of the request based on a written statement.

The Library Board shall base its reconsideration on whether the decision conforms to this Policy and the matter will be heard and voted on in accordance with the Board of Trustee’s Bylaws. The decision of the Library Board shall be final.

Registration is open for this year's [Trustee Training Week](#) webinars. This year's lineup is:

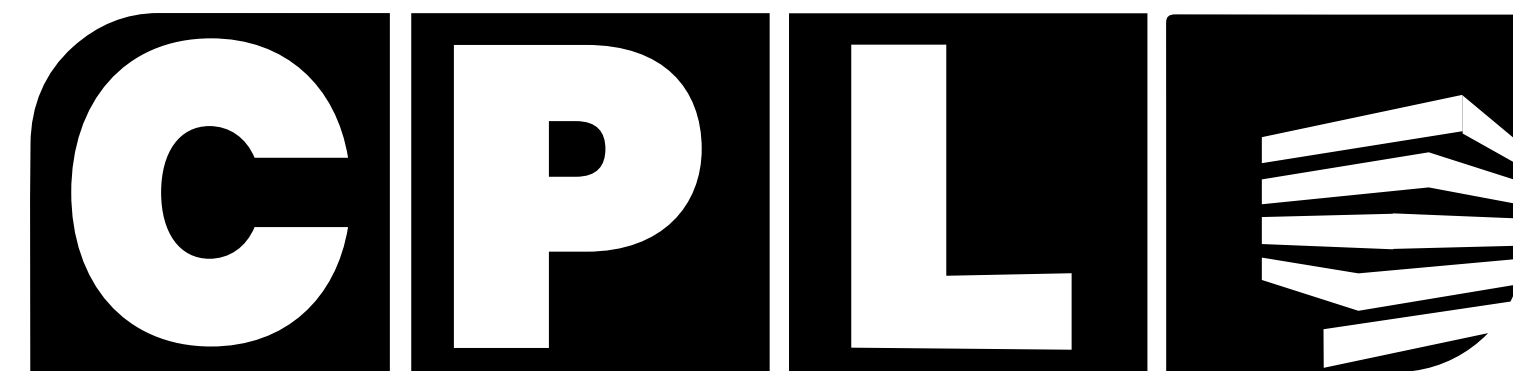
- Monday, August 21 - [No More Neutral: How to Use Marketing to Position Your Library in Challenging Times](#) with Angela Hursh
  - On top of everything else they need to do, libraries increasingly find themselves at the center of controversy. The American Library Association reports a substantial increase in the number of book bans and challenges in 2022 (double the number of reports from 2021). Oftentimes, the library's efforts to create collection and service policies that fulfill its mission statement of inclusion are the focus of these challenges. These attacks cost money, lower morale, and reduce productivity amongst the staff. They also threaten the very existence of libraries. But libraries do have some power, and it comes in the form of promotion. In this session, you'll learn marketing tactics you can use now to clarify your library's policies, solidify your library's positions, and clearly communicate your mission, vision, and values. And you'll hear tactics to use to rally community and stakeholder support if your library should face such a challenge.
- Tuesday, August 22 - [Wisconsin Library Law](#) with Kris Turner
  - Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and also know what resources are available to you to get these difficult and stressful questions answered.
  - [Wisconsin Library Law Survey](#): What ideas for topics or questions do you have for Kris?
- Wednesday, August 23 - [Nurturing Your Library Culture](#) with Jeannie Dilger
  - Culture is all around us – it's the water for the fish!

In 2022, library science graduates looking for jobs ranked a positive, healthy workplace culture as being an even more important attribute than salary. A toxic workplace culture can impact mental health, decrease productivity, and lead good employees to leave for other jobs. Join Library Director Jeannie Dilger for a look at what culture is, why it's important, and how to support the director and staff in creating or revising a culture statement. We'll talk about setting the tone with policies, decision-making, and hiring and evaluating the director. Learn how the work you do as trustees can influence the culture throughout the library.

- Thursday, August 24 - [LGBTQ-Inclusive Trusteeship](#) with Ray Lockman
  - Ray Lockman (they/them) will equip Wisconsin trustees and library directors to be queer- and trans-inclusive advocates for their library communities. Participants will learn helpful language and practical tips before we put our new skills to work by grappling with tough real-world scenarios.
- Friday, August 25 - [Elected Officials are People, Too](#) with Lori Fisher
  - Strong relationships with your elected officials are key to library advocacy. Learn how to connect with your electeds (and their staffs) and consistently demonstrate the value of your library, whether you are a library Trustee/board member, Friends of the Library, affiliated with a library Foundation, or are a library staff member. Find out valuable tips, whether you are making your first contacts, or continuing longstanding relationships.



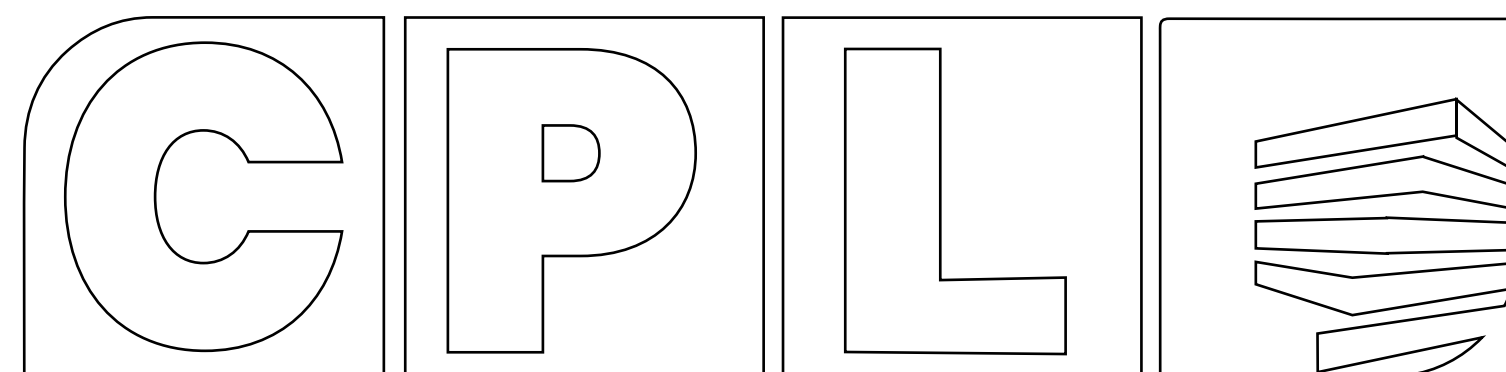
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